

## **DIVISION OF ADMINISTRATION**

### **PERSONNEL POLICY NO. 12**

**EFFECTIVE DATE:** July 9, 1984; Revised February 28, 1994

**SUBJECT:** Process for Filling Vacancies, Appointments, and Promotional Opportunities

**AUTHORIZATION:**  
Whitman J. Kling, Jr.  
Assistant Commissioner

#### **I. POLICY:**

It is the policy of the Division of Administration (DOA) that, in accordance with other provisions of this policy, whenever possible and in the best interest of the agency:

- A. All employees will be informed of the intent to fill vacancies through postings of such vacancies, and
- B. All eligible, interested DOA employees will be considered for appointment to vacancies, and
- C. The most qualified applicant, able to perform the job duties with or without reasonable accommodation, will be selected for appointment regardless of race, national origin, sex, age, disability, or seniority.
- D. Whenever possible and where the best interest of the agency is served, promotional opportunities or opportunities for career changes or advancement will be offered to Division of Administration employees.

#### **II. PURPOSE:**

- A. To assign responsibility for aspects of the policy and to explain the process for adhering to the policy.
- B. To assure that all employees are made aware of vacancies being filled and given the opportunity to be considered for promotions and/or career changes. To ensure that administrators have the opportunity to appoint the most qualified applicant from the broadest applicable applicant pool.

#### **III. APPLICABILITY:**

- A. This policy applies to all classified employees of the Division of Administration.

- B. This policy shall be applicable to all sections within the Division of Administration, both general appropriation and ancillary appropriation.

**IV. DEFINITIONS:**

- A. Promotion: A movement of a permanent employee from a position in one job to a position in another job which is assigned to a pay grade with a higher minimum. No new probationary period is served; the employee's anniversary date does not change upon promotion.
- B. Appointments: Reference Civil Service Rules (available in the Office of Personnel Services or from the section's Personnel Liaison Officer).

**V. PROCEDURE:**

A section wishing to fill a vacancy with a classified employee shall notify the Office of Personnel Services (OPS) and shall provide directions regarding position number, type of appointment, scope of recruitment (promotional within the DOA and/or promotional within all State government and/or probational from non-State employees.)

Following receipt of appropriate approvals, the OPS shall announce the vacancy on an internal DOA announcement **AND** shall follow any other procedure which is required such as request a Civil Service announcement (or a list of applicants currently on file if required by Civil Service).

Employees wishing to be considered for appointment to a vacancy must follow all directions given on the posted announcement.

Vacancy announcements will be open for five (5) working days. Applications received after the deadline date will not be accepted unless extenuating circumstances can be shown.

A copy of the Civil Service grade shall be submitted along with the application when required. Any questions regarding the necessity for submission of a grade should be posed as soon as possible to staff of the OPS. For example, a grade is required for:

- ! Promotion from a sub-professional to a professional class.
- ! Promotion or lateral move from one class series to another class series such as from Accounting Clerk to Typist Clerk.
- ! Promotion from a non-competitive class to a competitive class such as from Laborer to Messenger.
- ! Promotion to any job at a GS-15 or above.

## **VI. RESPONSIBILITY:**

Deputy/Assistant Commissioners Are Responsible For:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Assuring that each employee under his/her supervision, current and new:

- ! Is made aware of this policy and its contents as well as any forthcoming revisions, and
- ! Is informed that he/she must abide by the terms of the policy.

Assuring that all Civil Service and Division of Administration vacancy announcements:

- ! Are posted in a timely fashion, and
- ! Are posted in locations accessible and known to all employees, and
- ! Remain posted until the closing date of the announcement.

Selecting a candidate to recommend for appointment based on job-related criteria and in accordance with all State and Federal laws.

Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining records of any dispute between the agency and an employee regarding the filling of a vacancy including any written statement from the agency or employee of the reasons for the disagreement.

Creating and maintaining appropriate documentation of the reasons for the selection/rejection of each candidate. The documentation must clearly outline the selection criteria utilized in the decision. This documentation must be submitted to the appointing authority and OPS along with the request to appoint.

Providing for formal review of this policy with all employees on a cyclical basis.

Securing the explicit approval of the appointing authority as well as the technical review of the Office of Personnel Services prior to making any appointment commitment to any applicant.

Managers/Supervisor Are Responsible For:

Compliance with this policy in any fashion instructed by the section head.

Employees Are Responsible For:

Adhering to the stipulations as outlined in this policy.

Determining where announcements are posted in the workplace and reviewing any posting made if a job change is desired.

Providing an application which is completed in full and in compliance with the instructions provided on the application form.

Taking the appropriate test for jobs to which they may want to promote (now or in the future) as soon as they become qualified for the position.

**VII. QUESTIONS:**

Questions regarding this policy should be directed to staff of the Office of Personnel Services.

**VIII. FOOTNOTES:**

There are a variety of steps which must be taken by the Office of Personnel Services to comply with Federal and State law and Department of Civil Service Rules in order for the DOA to advertise and fill a vacant position. Those steps depend upon the specific circumstances such as:

The pay grade of the vacant position,

Whether or not Civil Service considers the position to be "competitive",

Whether the agency is looking for applicants from outside or attempting to recruit from within the agency only.

It is necessary to request a list of eligibles from Civil Service in order to fill certain vacancies. Employees must understand that Civil Service does not always announce these vacancies before preparing a list and sending it to the agency. If the employee does not already have a grade for the job being filled, the agency may not be able to consider the employee for the job.

**MEMORANDUM**

TO: Section Heads  
Division of Administration

FROM: Anne Graham, Director  
Office of Personnel Services

SUBJECT: Updated Personnel Policies

DATE: February 24, 1994

Attached is a revised copy of Personnel Policy Number 12 which provides information regarding the process for filling vacancies, appointments, and promotional opportunities in the Division of Administration.

The first page of Personnel Policy Number 13, which erroneously referred to the Comprehensive Public Training Program (CPTP) as the Certified Public Training Program, needs to be replaced with the page attached.

Included for your use is an updated copy of the Personnel Policy Index.

Please feel free to call me should you have any questions.

AG

Attachments

c: Personnel Liaison